

**TOWN OF PRINCETON, NORTH CAROLINA
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES**

September 11, 2015

In May 2015, the US Environmental Protection Agency (EPA) selected the Town of Princeton, NC (Town) to receive two Community-Wide Brownfields Assessment Grants. This funding is dedicated to the assessment of sites potentially impacted by hazardous substances (\$200,000) and petroleum (\$200,000) and will be used to prepare a site inventory and database, conduct Phase I and Phase II Environmental Site Assessments, and conduct clean-up and redevelopment planning and community engagement activities.

The purpose of this Request for Qualifications is the procurement of environmental consulting services to be performed under the above-referenced EPA grant funding to support the Town's Brownfields Redevelopment Program. Though the Federal Brownfields Grant funding is for a three-year period, the selected firm will be eligible for contract negotiations for up to five (5) years with optional years at the Town's discretion. The Town will receive written qualifications statements until **2:00 p.m. on September 29, 2015. Submittals must be addressed to Marla Ashworth, Town Administrator, and delivered by parcel post or hand delivery to the Town Office, 503 Doctor Donnie H. Jones, Jr. Blvd., West / PO Box 67, Princeton, NC 27569. Submittals received after the above time and date will not be considered and will be returned to the offeror unopened.**

The Town will procure environmental consultants / contractors in compliance with 2 CFR Parts 200 and 1500, 40 CFR 31.36 and North Carolina local government procurement requirements codified as General Statute 143-129(b), ensuring that consultants/contractors comply with the terms of their agreements with the Town, and that agreements between the Town and consultants/contractors comply with the terms and conditions of the cooperative agreement with EPA.

Scope of Services

The successful Offeror shall furnish all labor, materials, tools, equipment, supplies and incidentals, required or implied, for the complete and satisfactory performance of environmental consulting services as defined by the following tasks:

Task 1: *Project Management and Reporting:* Provide assistance to Town staff with activities integral to achieving the purpose of the grant, such as program development, financial and performance monitoring and reporting, preparing quarterly reports and a final technical report, property reporting through EPAs on-line system (ACRES), preparing financial status reports, and administering project closeout. Consultants will develop a master plan with tracking and reporting protocols for measuring progress, including detailed activities, schedules, budgets, outputs and milestones keyed to outreach and reporting requirements.

Task 2: *Community Involvement / Engagement:* Provide technical assistance to Town staff as necessary to engage and maintain communication and interaction with citizens and stakeholders throughout the 3-year project period. Primary activities include (1) developing a brownfields project web page on the Town's existing website to provide project updates, post reports and summaries of findings, and cite success stories; (2) preparing educational / outreach brochures describing the

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program and its benefits to property owners and citizens; and (3) conducting a series of advertised public informational meetings to communicate project progress, which will coincide with significant project milestones. A formal communication plan will be prepared in accordance with EPA program requirements.

Task 3: *Inventory, Site Prioritization and Access Coordination:* Provide assistance to Town staff to develop, review, refine, and/or supplement a brownfields inventory and database. Candidate sites within the target areas will be characterized, prioritized, and a pool of potential sites will be selected for assessment.

Task 4: *Phase I Environmental Site Assessments:* Upon receiving favorable eligibility determinations from EPA and access from property owners, consultants will conduct Phase I ESAs for selected hazardous and petroleum sites. The ESAs will be completed consistent with ASTM E1527-13, which meets EPA's latest All Appropriate Inquiry standard. Actual number of Phase I ESAs conducted by consultants will depend upon varying cost considerations such as site size, past uses, and number of Recognized Environmental Conditions. Town staff will provide assistance in securing access, monitoring activities, and reviewing and submitting reports for EPA approval upon completion of each Phase I ESA.

Task 5: *Phase II Environmental Site Assessments:* Based on the Phase I ESA results, sites will be evaluated to determine which eligible properties require Phase II ESAs, including collecting soil and groundwater samples, performing laboratory analyses, and preparing summary reports with recommendations for further action, if warranted. Actual number of Phase II ESAs to be conducted by consultants will depend upon varying cost considerations.

Task 6: *Project Work Plans:* It is anticipated that some assessed sites will require project work plans and quality assurance documents, including Quality Assurance Project Plan (QAPP), Site Specific Sampling Plans (SAP), Health and Safety Plans (HASP), Site Eligibility Determination Requests, Property Profile Forms, and other related documents. Actual number of project work plans to be prepared by consultants will depend upon varying cost considerations.

Task 7: *Preliminary Planning for Remediation and Redevelopment:* Preliminary remediation plans will be prepared to review alternatives for further environmental investigation and/or remediation if warranted. Preliminary cost estimates will be developed for each alternative and an evaluation report will be prepared and coordinated with EPA and NCDENR, where necessary, for concurrence and approval of any proposed remedial actions. Consultant will assist Town staff in working with stakeholders to conduct preliminary redevelopment planning for these properties, incorporating cost-benefit analyses to determine best reuse and economic potential of the sites, informing citizens of site findings, and gathering input for redevelopment plans. Actual number of remediation / redevelopment plans to be prepared by consultants will depend upon varying cost considerations.

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Evaluation Criteria

Statements of qualifications will be evaluated on the following criteria:

- 1) Experience and Performance References from Previous Projects: Responders shall list previous and/or current experience with EPA-funded Brownfields assessment projects, including reference contacts and phone numbers. The Town of Princeton prefers candidates to have previous experience working specifically with contamination as it relates to the EPA Brownfields Assessment program. It is recommended that the contracted firm have a history and/or background knowledge of the regulations and guidelines set forth within the Brownfields and/or Voluntary Cleanup Program, Superfund, and/or UST program, along with demonstrated experience and success with the All Appropriate Inquiries Final Rule (40CFR 312) and the ASTM E1527-05 Environmental Site Assessment (ESA) standard practice when performing Phase I ESA's and Phase II ESA's to determine the nature and extent of contamination. Being able to identify and evaluate cleanup alternatives, conducting site remediation and providing recommendations for end use of sites is also preferred.
- 2) Experience with EPA Brownfields Grant Program, Community Engagement Activities and Other Funding Opportunities: The selected environmental consultant will be knowledgeable and proficient in aiding the Town of Princeton with managing the grant, including assisting with required reporting activities. Responders shall demonstrate experience with community engagement activities, including outreach, public meetings and the development of website materials related to Brownfields projects. Demonstrating the ability to assist communities in obtaining other types of funding, which in turn will aid in the development of a sustainable program, will be favored.
- 3) Familiarity with Town of Princeton, Qualifications and Availability of the Specific Individuals to Provide Services: Responders shall demonstrate familiarity with the Town of Princeton, including any current or previous projects performed within the Town. Alternately, responders may reference familiarity with municipalities in Eastern North Carolina, citing similar characteristics to the Town of Princeton. Attention shall be paid to the qualifications and experience of the individuals who will perform and supervise the project. Responders shall provide resumes of each individual and/or team member assigned to this project.

Selection Process

After each Statement of Qualifications has been screened, they will be ranked in priority order and the two or three highest ranked responders will be asked to attend interviews. The Town will select one responder from the interview process to begin negotiations. If a contract cannot be successfully executed with the leading candidate, the Town will move on to the second ranked candidate and so on until a contract has been successfully executed. Should the Town determine in writing and at its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror without interviews. Based

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on the Town's previous federal grant experience, a consultant contract will be accomplished within 90 days of receipt of EPA authorization to proceed with the project.

Submittal Requirements

Responders shall submit seven (7) copies of the Statement of Qualifications to the address listed above. The submittal shall address each of the evaluation criteria listed above. Each responder is cautioned not to submit responses in any other manner than that listed above. Any contact or submittal that does not follow the above instructions will be rejected. Statements of Qualifications should be prepared simply and economically, providing a straightforward, concise description of the responder's ability to meet the requirements of the RFQ, keeping the submittal to a maximum of 25 printed pages. Pages may be printed front/back. Emphasis should be on completeness and clarity of content.

The Town of Princeton, NC is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority and female-owned firms are encouraged to participate. The Town reserves the right to reject any or all Statements of Qualifications and to conduct business with the most responsive responder in the best interest of the Town.

Offers shall comply with the following:

- The President's Executive Summary Order # 11246 prohibiting discrimination in Employment regarding race, color, creed, sex or national origin
- The President's Executive Order # 12138 and # 11625 regarding utilization of MBE/WBE firms
- The Civil Rights Act of 1964
- The Americans with Disabilities Act of 1990
- The Age Discrimination and Employment Act

Offers must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed or national origin.